

Instructions for Completing Additions Missouri DECA Membership Roster



1. Login to the site and update your roster.

- Go to <http://membership.deca.org> and enter your username and password.
- Make necessary additions by clicking on "Update Student Membership Roster" and "Update Advisor Membership Roster."
- Once you have made your additions, "Submit Roster to DECA."
- For complete instructions, follow the directions in the Online Membership System Instruction Manual for Chapter Advisors at <http://www.deca.org/pdf/ChapterAdvisorInstructions.pdf>.
- Please be careful when entering names as any spelling errors can only be changed by National DECA.

2. Submit roster and payment to Missouri DECA.

After you submit your members:

- Select "View Statement" from the main menu.
- Click "View" for the Invoice that reflects the date(s) of your additions.
- Print the Membership Roster Invoice that pops up. Please **sign** and **date** on the lines provided.
- Prepare a purchase order or check for dues. Dues are a total of \$10 (National dues of \$8 and State dues of \$2) for students, advisors, and professional members. Make all checks payable to "**Missouri DECA**."
- Mail your Membership Roster Invoice (with original signature and dated) and a check or purchase order for state and national dues to:

Missouri DECA
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102

- The **deadline** for submitting the additions roster is midnight **February 8**.
- **Please ensure your central office sends payment to Missouri DECA, not National DECA.**
- DECA dues are non-transferable and non-refundable. If a student transfers to your program and has paid dues at another chapter within state, they do not have to pay state and national dues again. If they have transferred from another state, they do not have to pay national dues, but must pay state dues.
- Carefully proofread the names of all members you submit on the roster to be sure names have not been omitted or entered twice.

QUESTIONS

If you have questions or problems pertaining to the on-line membership website, please contact Michael Mount with National DECA at Michael_Mount@deca.org or (703) 860-5000.

If you have questions about submitting your roster to Missouri DECA, payment, membership cards and pins, or Missouri DECA lanyards, please contact Kathy Parrett with Missouri DECA at Kathy.Parrett@dese.mo.gov or (573) 751-4367.